

LIBRARY MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To assist in planning, overseeing, coordinating and reviewing the daily activities, services and programs of the Tempe Public Library; and to provide highly responsible and complex assistance to the Deputy Community Services Manager-Library and Cultural Services.

Supervision Received and Exercised:

Receives general direction from the Deputy Community Services Director – Library and Cultural Services.

Exercises direct supervision over professional, technical and clerical library staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Coordinate, implement, supervise, promote and evaluate Library activities and services; assign work activities, projects and programs; monitor work flow; recommend and implement policies and procedures; review and evaluate work products, methods, and procedures.
- Recommend and implement Library goals and objectives.
- Assist with the development of the Library budget and participate in the forecast of additional funds needed for staffing, equipment, materials; and supplies.
- Assist Deputy Community Services Director Library and Cultural Services as staff liaison to the Library Advisory Board and the Friends of the Tempe Public Library; help ensure that the Board is aware of policy and major procedural changes affecting service to the general public.
- Participate in the selection, training, motivating and evaluating personnel; work with employees to correct deficiencies and implement disciplinary procedures; recommend employee terminations.
- Convene and coordinate staff meetings and on- going staff training.

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• Respond to and resolve difficult and sensitive citizen inquires and complaints.

Oversee and participate in the preparation of grant proposals.

Coordinate public and special programs for the Library, including community outreach

programs.

Assess community needs; assist in determining the scope and nature of required

library programs, collections, and services.

Provide administrative support to the Deputy Community Services Manager-Library

and Cultural Services; assist with special projects as requested.

• Represent the Tempe Public Library in the community and at professional meetings as

required.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience working in public libraries and at least

three years' experience supervising both professional and non-professional staff.

Education:

Master of Library Science degree from an American Library Association accredited college

or university is required.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

This position is an office position working primarily sedentary for extended periods of time.

Working in a stationary position for long periods of time

Operate computers, calculators and other office machines

Extensive reading and close vision work – office environment

May require working extended hours

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Competencies:

(Pending)

Job Code: 469

Status: FLSA Exempt/ Classified